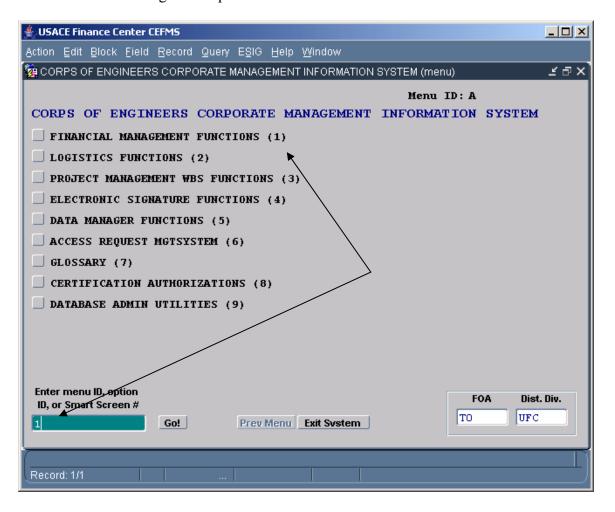
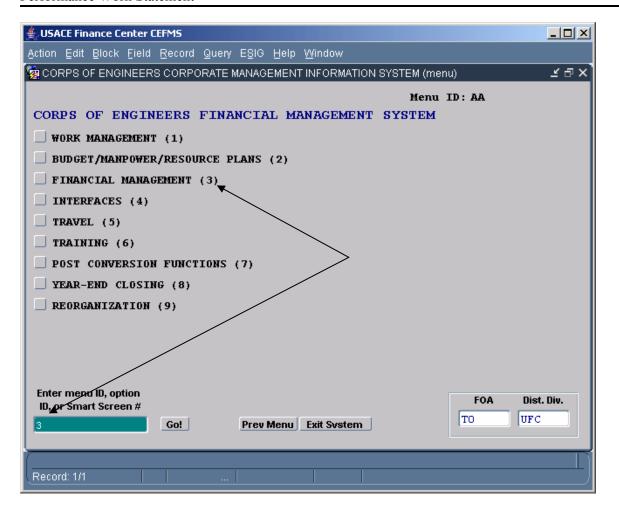
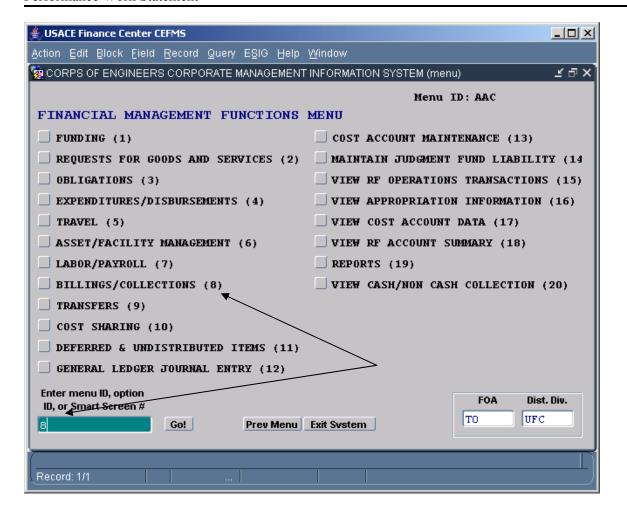
TE-9, CEFMS COLLECTION VOUCHER PROCESS

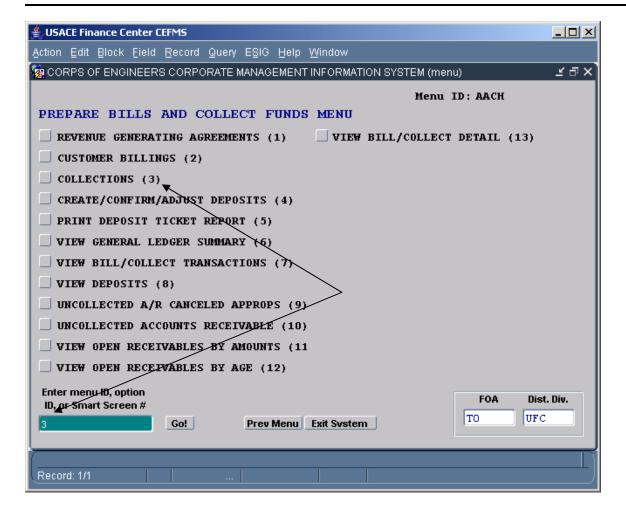
How to create a collection voucher

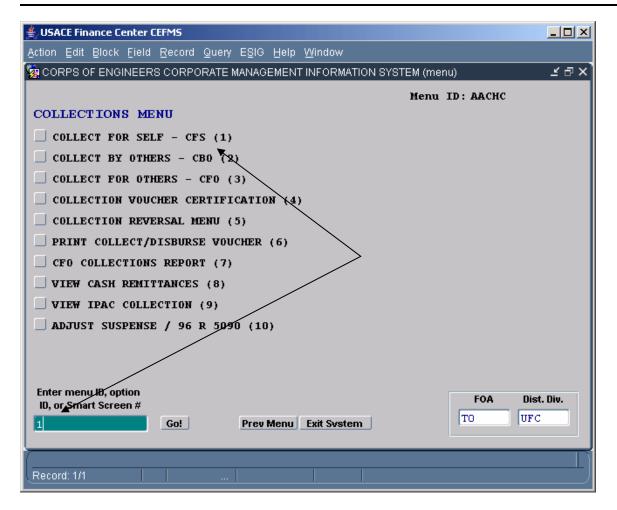
- 1. Log on to the appropriate database.
- 2. Select the following menu options:







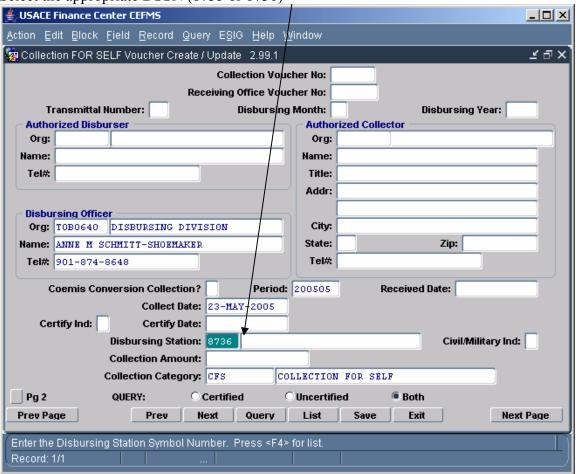


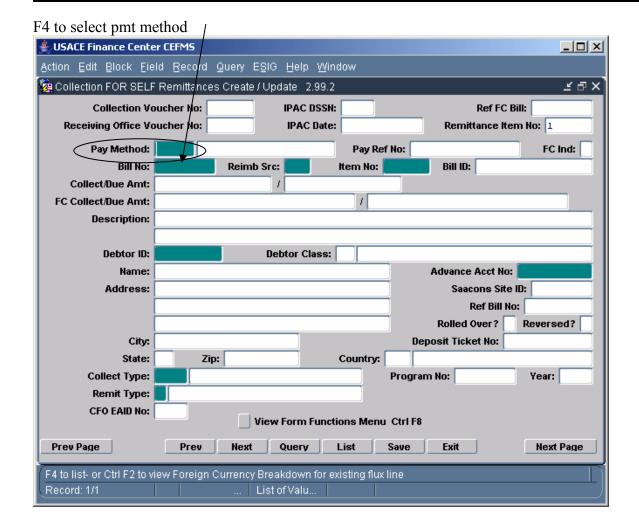


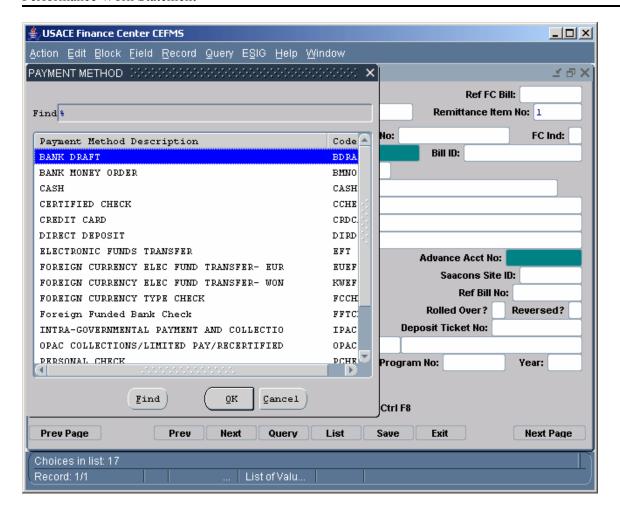
Select Menu Option 1 Or, Smart path using AACHC1

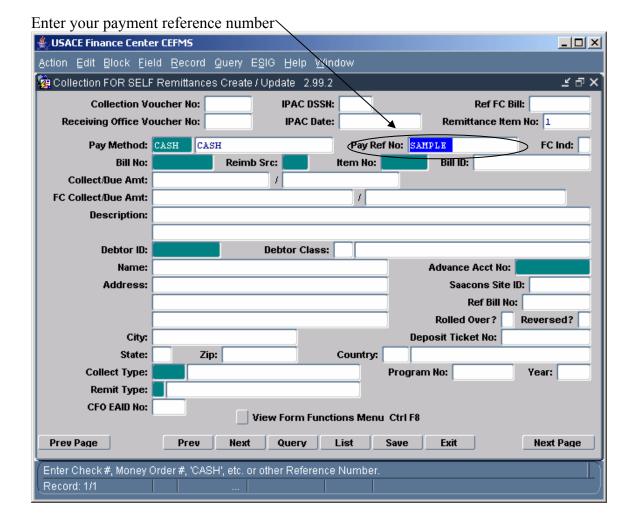
Hit Enter twice

Select the appropriate DSSN (8735 or 8736)







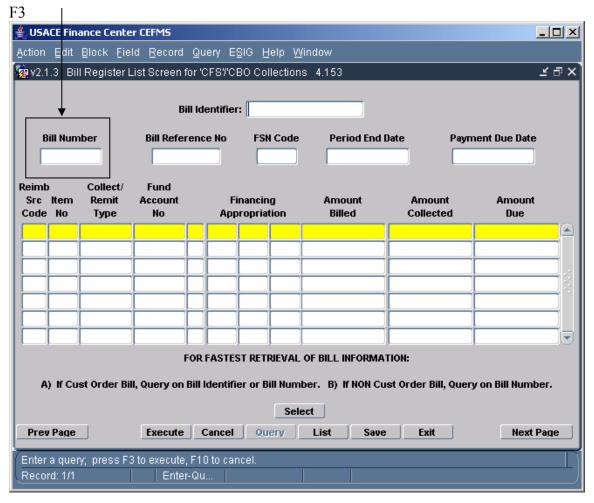


F4 to select bill number (if applicable)

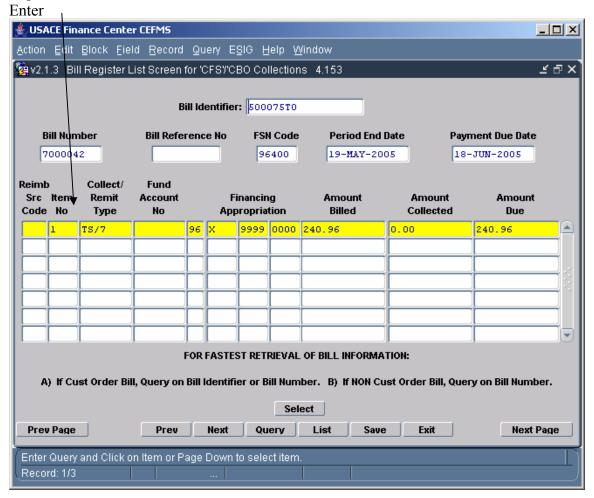
F2

Tab to bill number

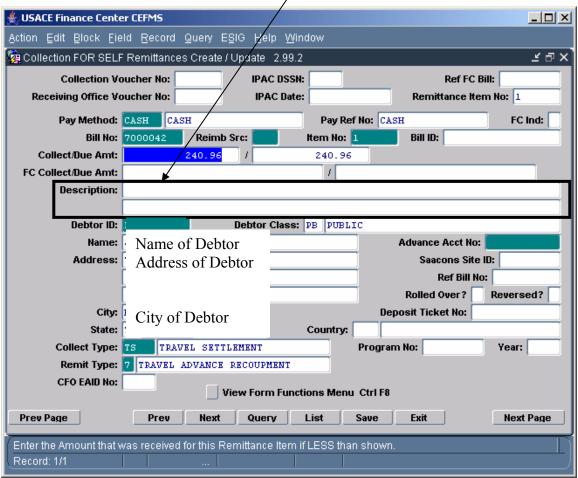
Enter bill number



Page down to select line item



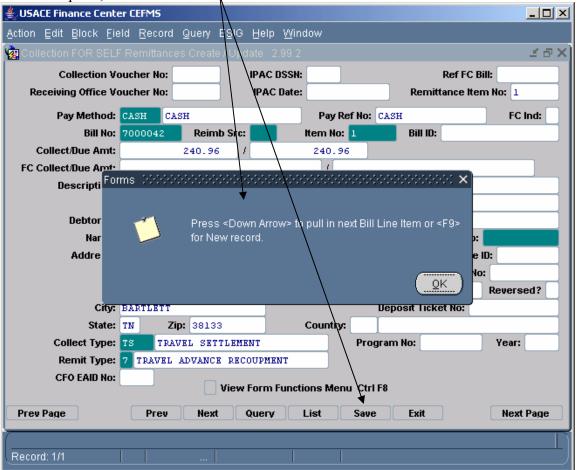
Enter any comments in the description lines



If bill only has one line, hit control S to save the record or click on the save button

If the bill has multiple lines to be collected, press the down arrow key to pull in the next line If collecting multiple bills, press F9 to add a new record

When complete, control S to save. Or click on the save button.



CEFMS will then give you a collection voucher number USACE Finance Center CEFMS Action Edit Block Field Record Query ESIG Help Window 🙀 Collection FOR SELF Voucher Create / Update | 2,99,1 ¥ ⊡ × Collection Voucher No: 511360 Receiving Office Voucher No: Transmittal Number: Disbursing Year: Disbursing Month: **Authorized Disburser Authorized Collector** Org: TOB0642 PAYMENT/IPAC BRANCH Org: Name: MATTHEW L. JOYNER Name: Tel# 901-874-8664 Title: Addr: Disbursing Officer City: Org: TOB0642 PAYMENT/IPAC BRANCH Zip: Name: MATTHEW L. JOYNER State: Tel#: 901-874-8664 Tel# Coemis Conversion Collection? Received Date: Period: Collect Date: 20-MAY-2005 Certify Ind: Certify Date: Disbursing Station: 8736 USACE FINANCE CENTER Civil/Military Ind: C Collection Amount: 2782190.16 Collection Category: CFS COLLECTION FOR SELF QUERY: Both Pg 2 Certified ○ Uncertified Next Page Prev Page Prev Next Query List Save Exit Record: 1/?